

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE: FIRE PREVENTION SPECIALIST I/II**

**DEPARTMENT: FIRE**

**BASIC FUNCTION:**

Under general supervision, perform a variety of fire prevention activities including, conducting fire inspections of technical and hazardous occupancies and in new construction; enforce building, fire and municipal codes; conducting plan review of industrial, commercial and special hazard occupancies and fire protection systems and equipment; providing fire safety inspection training to engine company staff and conducting fire and life safety education programs for the public; and performing related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Fire Prevention Specialist I is an entry level position requiring more limited responsibilities and direct supervision. Incumbents at this level are expected to learn the office and field operations under the supervision of a senior staff member to eventually qualify for advancement to the II level.

The Fire Prevention Specialist II is the journey level and requires prior fire prevention experience. Incumbents work with greater independence and a broader level of knowledge.

**KEY RESPONSIBILITIES:**

(These are representative duties. Emphasis on certain duties will vary depending upon the job assignment.)

Conduct inspections on construction sites and existing occupancies to ensure compliance with applicable Federal, State, and Local fire codes and regulations.

Review plans, blueprints, equipment, standards, chemical inventories, and processes to ensure compliance with safety requirements.

Review, evaluate, process, and maintain a variety of records and files related to fire prevention activities. Complete data input and analysis of a variety of information related to fire prevention and occupancies. Prepare reports related to fire prevention activities.

Research, prepare, and issue fire and life safety notices, permits, and correction letters that outline compliance issues and deficiencies.

Assist the public, representatives of other public agencies, consultants, and other employees with technical inquiries. Conduct public safety programs as necessary.

Research and apply current codes and the codes that were applicable at the original time of approval.

Investigate public and referred public agency complaints which involve immediate attention and resolution of issues.

As directed, respond to fire scenes to assist in the investigation of the cause and origin of fires and assist first responders at emergency incidents.

Attend a variety of continuing education classes, seminars, and/or meetings remain current on applicable codes, regulations, policies, and procedures. Conduct public outreach and training sessions for various customers' and audiences.

Develop and disseminate fire safety and code compliance materials and otherwise assist with public safety programs.

Assist in the development of technical guidelines, bulletins, and interpretations; and the development of technical procedures, training programs.

Participate in a variety of special projects related to fire prevention activities.

Assist in the pursuance of legal remedies for non-compliance, including issuance of pre-citation notices, preparing legal complaints, and testifying in court.

Perform other related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

Uniform Building and Fire Codes.

State and local fire codes and ordinances enforceable by the City.

Nationally recognized fire protection and safety standards.

Principles and techniques of fire inspection work.

Educational methodology as it relates to fire safety education.

Proper methods and procedures involved with inspection of residential, commercial and other facilities or property for fire prevention.

Practices in effective customer service.

Basic computer applications.

**Ability to:**

Apply technical knowledge and follow proper inspection techniques to examine new construction for proper workmanship, installation, and materials.

Detect deviations from plans, regulations, and standard construction/fire protection practices.

Read, interpret and explain building plans, fire protection system plans, fire building codes, and technical reports.

Provide necessary oversight for fire prevention inspection and education programs of the department.

Use mathematical concepts to calculate measurements to determine appropriate standards in reading blueprints.

Maintain cooperative working relationships with building and business owners, contractors and the general public.

Enforce regulations tactfully.

Communicate clearly and concisely, orally and in writing.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Fire Prevention Specialist I:

Equivalent to a high school graduation, supplemented by college or vocational course work in the field of fire protection or closely related field or experience sufficient to successfully perform the essential duties of the job. An Associates degree is highly desirable.

Fire Prevention Specialist II: In addition to the above,

Two years of progressively responsible experience in a variety of fire prevention activities comparable to the Fire Prevention Officer I.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate valid California Driver's License.

Within the first year of employment, must be in possession of a Penal Code 832 certification.

**ENVIRONMENTAL CONDITIONS AND PHYSICAL STANDARDS:**

Requires performing duties both indoors and outdoors, in all types of weather exposure. Incumbents must be able to talk, hear, see, grasp objects, stand, sit, walk, crouch, stoop, squat, twist, and climb ladders; may be required to lift or exert up to 50 lbs of force to move objects; to perform duties in areas of unstable footing, on roofs, in attics, in basements, in crawl spaces, at or near ceilings of tall buildings, and in confined spaces, and in areas where they will be exposed to unpleasant conditions. Requires exposure to areas containing fire hazards, and hazardous materials in controlled use or in storage. Incumbents must be able to drive to inspection and meeting sites during the course of their work.

DATE APPROVED: 5-16-2006